

Facilities Management Committee Minutes

Held on Monday 13th February 2023 at 10am at The Pavilion, Prestbury

Members Present: Cllrs: C Taylor (CT) Chair, J Gardner (JG), C Hunt (CH) and P Weir (PW).

In attendance: J Tetley (Parish Clerk) and H Bridger (Administration Assistant)

M Hansen (MH) attended via zoom.

The meeting was opened at 10am

Item	Item	Action
159	Apologies received and accepted from N Atty (NA) and H Breach (HB).	
160	No declarations of interest.	
161	Minutes of the Facilities Management Committee held on 9 th January 2023 were agreed as an accurate record and signed by CT.	
162	Matters arising: All covered in the agenda.	
163	<p>Groundman’s Report and Meter Readings</p> <ul style="list-style-type: none"> • Meter Readings as of 01.02.23 Water 5584 Electricity 00115835. • CT outlined CK’s work schedule. JT to circulate with draft minutes. • Dog Bin – CT to liaise with CK regarding the usage of the current bins and their location. • Aluminium goalposts – HEB to research costs with a view to purchasing them Easter 2024. • Line marker – present line marker 20 years old. Current problems with the battery and hoses. • Jubilee Bench – CK suggested locating it next to the MUGA alongside the table tennis table. All agreed with the location. CK to put up green netting inside of the MUGA to prevent table tennis balls going into the MUGA. • Groundsman’s Assistant – approval given for the 6 hours per month to be averaged out over the year. • Groundsman – Activity report for previous and next month circulated to committee. 	<p>JT CT</p> <p>HEB</p>
164	<p>Sign – New Barn Lane</p> <p>PW stated that to submit an application to GCC for the approval of a facility sign would cost £250 and that there was no guarantee it would be approved. A discussion took place regarding the sign. PW to liaise with Cllr John Payne to ascertain if approval would be likely.</p>	PW
165	<p>Tennis Management</p> <p>Income: £3675 membership, £2400 coach and £835 bookings. Total £6910 minus fees.</p> <p>Leak in door – Seal needs replacing. Need better weather to action.</p>	HEB

	<p>Cleaning of courts – it was agreed to proceed with scsports at a cost of £1200 plus VAT. This will be reviewed for next year. HEB to investigate like for like costs with other companies.</p> <p>Meeting with LTA – JT outlined the meeting with the local LTA representative. Annual membership versus rolling membership was discussed. All agreed to continue with annual membership.</p>	
166	<p>Pavilion Development A discussion took place regarding possible grant sources. Next meeting to be held 22.02.23 via zoom at 7pm.</p>	
167	<p>EV Charging points HB and CT met with Cotswold EV charging in January but has not received a quote. The need to dig a trench and cable from the Pavilion to the car park indicated costs would be high, approximately £5000-£10000. The individual charger points, around £750 each, are relatively cheap in comparison. Work on the fuse box in the Pavilion would also be required. HB recommended waiting for the Pavilion development plans as the digging of the trench and electrical work could be completed at the same time. HEB to investigate other EV charging point companies.</p>	HEB
168	<p>Defibrillators</p> <ul style="list-style-type: none"> • Calendar Sales – income approximately £1380. Costs £655. Net profit £625. New defib from Heartsafe £2025. HB to liaise with local resident who has offered to cover any outstanding costs. HB to update FacMan in March. • WI Defib – JG, PW and CT attended the installation. JT awaits invoice from the WI for electrical work to install the defib. PPC offered to pay £100 towards the costs. 	
169	<p>Christmas Tree JG to continue researching living Christmas Trees. PW noted that permission would be required from the library to plant a tree and GCC. JG and PW to liaise with the library.</p>	PW & JG
170	<p>Community Events Football tournament – HB organizing Prestbury Phantoms football tournament on 8th July for U9s and U10s. Approval for free use of the pitches has already been agreed by F&GP. HB requested £240 to sponsor youth referees. HB advised to complete grant application form.</p>	
171	<p>Race Week Car Park – HEB and PW to locate A-boards to advertise car parking availability. It was noted that it was unnecessary to inform residents of the car park being open. It was agreed that the car park would be opened at 7am by CK and closed at 9pm by JT. CT to organise volunteer rota. Jockey Club Meeting – CT outlined meeting with the Jockey Club and stakeholders regarding race week.</p>	
172	<p>Recycling Bins MH requested another volunteer to take over this issue. HEB to research recycling bins and associated costs and report back to FacMan in March.</p>	HEB
173	<p>Picnic Benches The location of the 2 new benches was noted. The purchase of artificial grass to cover the concrete circle as recommended by CK was approved.</p>	
174	<p>Table Tennis Table Installation 14.02.23.</p>	

	JT has provided bats in the office at no cost to PPC. These can be borrowed by the public for a deposit of £5 for two bats. Balls will be available to be purchased: £1 for 4 (no cash for change in the office).	
175	Pathway – gridforce CT outlined the extra expenditure for the pathway. It was noted that F&GP have approved the extra expenditure.	
176	MUGA <ul style="list-style-type: none"> • New lock purchased as old lock difficult to close. MUGA left open on several occasions. • It was proposed that the MUGA be opened for holidays, excluding paid sessions, so that local children could enjoy all the facilities for free. JT to check insurance and the idea is to be trialed for February half term. MUGA to be opened upon request. 	
177	Bike Marking PW requested PPC consider a bike marking scheme. PW to investigate details and report back in March. PW to contact Up Hatherley Parish Council.	PW
178	Mini Marathon Local resident holding another mini marathon on the playing fields in aid of the Motor Neurone Disease Association on 26 th March 2023 10am-12pm.	
179	Sensory Garden CT outlined plans for the sensory garden. Prestbury Planters have requested a trench with cardboard and bark for the new plants donated by Webbs Nursery. CK would rather plant the plants individually. FacMan approved the individual planting. CT to liaise with Prestbury Planters and CK.	CT
180	Land on New Barn Lane Sold for £16k at auction to unknown buyer. A tree preservation order had been placed on the trees on the land prior to the auction.	
181	Bus Notices PW expressed his concerns over the recent closure of Tatchley Lane and the disruption to the bus service for local residents. It was noted that Stephan Fifield, County Councillor, is aware of the situation.	
182	Notices on Website and Facebook PW asked for clarification on posts and notices on the website and how many recipients receive the posts. It was noted that there are currently 119 recipients of the posts.	
183	AOB <ul style="list-style-type: none"> • PW requested an updated operations manual. CT to discuss with clerk. • JG volunteered to be a snow warden for Roberts Road. • JG suggested business cards for councillors. HEB to investigate costs. • JG outlined free defib training would be possible through a contact. JG to investigate times and dates. • JG suggested a new planter by the Wymans Brook sign. It was noted that Prestbury Planters are short of volunteers at present. • It was noted that Cllr John Payne had recommended that PPC register an interest if the Prestbury Library was come up for sale. A discussion took place about historic discussions regarding the library. CT stated that an interest should be registered. JT to investigate how to proceed. 	CT HEB JG JT

	<ul style="list-style-type: none"> • JT recommended that regular inspections should take place of all the equipment/facilities on the playing field and reports recorded. HEB to do Monday morning inspections with CK and record findings. • JT recommended, as advised by GAPTC, that a tree survey be undertaken of all trees maintained by PPC. HEB to research 3 quotes and report back in March. 	<p>HEB</p> <p>HEB</p>
	The meeting closed at 12.10pm	
	Date of next meeting: Monday 13th March 2023 10am at The Pavilion Prestbury	